	REQUEST FOR RECONNECTION / TEMPORARY / PERMANENT DISCONNECTION OF WATER SUPPLY / REFUND OF DEPOSIT	Revision : 0	Doc No: SWB-CSD-F-56
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Date :

Correspondence Address:

.....

.....

Tel:

1. REQUEST* : ☐ RECONNECTION* ☐ TEMPORARY DISCONNECTION*
 (*Please tick ✓) ☐ PERMANENT DISCONNECTION* ☐ REFUND OF DEPOSIT*

A/c No.: Meter No. :

Premises at

on (date) (until further notice - *for temporary disconnection only*)

2. FOR PERMANENT DISCONNECTION OF WATER SUPPLY & REFUND OF DEPOSIT ONLY*:

☐ *Please deduct the final bill and all the outstanding bills amount, if any, from my Collateral Deposit and refund the balance to me. I undertake to settle the balance of the outstanding amount if the deposit is not sufficient to cover the bills.

☐ *Attached herewith the original Collateral Deposit Receipt No.SWB/DEP/

☐ *I confirm that the Collateral Deposit Receipt has been misplaced and I do hereby certify that, I shall have no further claims from SWB after the deposit has been refunded to me.

Below is my Banking Information for your ease of process.

Bank : Account No. :

Thank you.

Yours faithfully,

.....


(Customer signature)

Name :

I.C. No. :

Date :

(*Please tick whichever applicable)

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FOR OFFICE USE ONLY

(A) REQUEST TO REFUND DEPOSIT - (Counter Staff)

Account No.:

Name :

Deposit No.: SWB/DEP/.....

Receipt No.: Dated :

Deposit Amount : RM.....

Counter Staff: Date:

(B) OUTSTANDING BILLS DUE TO OUR BOARD - (Customer Service)

- i) ☐ *No outstanding bill due.
- ii) ☐ *This account outstanding bill due : RM

Checked By : Date :

(C) DEDUCTION OUTSTANDING BILL DUE/REFUND OF DEPOSIT - (Finance Department)

Received By : Date :

(*Please tick whichever applicable)